

STATE OF CALIFORNIA

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PERSONNEL LETTER # 99-025
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY PROCESSING FOR THE JUNE 30, 1999 (CLOSE
OF BUSINESS) SALARY INCREASE - BARGAINING UNIT 16 EMPLOYEES

This Personnel Letter provides the Employment History (EH) processing information/instructions for the Rank and File Unit 16 employees' (CBID's C16, E16, R16) June 30, 1999, Close of Business (COB) salary increase. Please refer to Department of Personnel Administration (DPA) Pay Letter 99-22 for further information on the salary increase.

I. EH UPDATE PROCESS

A. General Information

Implementation of the salary increase occurred through an EH Data Base mass update or manually for those employees who could not be included in the mass update (see below). The increase is documented via the EH GEN transaction with a 06/30/99 COB effective date. The GEN transaction reflects the salary increase within the employees' base salary rate.

Only the minimum of the salary ranges were increased by 2.5 percent. Therefore, employees who were at the maximum salary rate for their class/range are not entitled to the 06/30/99 COB increase.

Employees who were below the maximum salary rate for their class/range by 2.5 percent or less received the maximum rate of their class/range (e.g., an employee whose salary rate is 2 percent less than the maximum of her/his class/range received a 2 percent increase to the maximum rate for her/his class/range). Also, the employees' anniversary date was changed to 'MAX' via the GEN transaction.

B. EH Mass Update Process

The State Controller's Office, Personnel/Payroll Services Division (PPSD) processed an EH mass update to post the 06/30/99 COB effective date GEN transaction. The EH mass update occurred during the evening of July 12, 1999. The update included C16, E16 and

R16 active/on-leave employees who were not at the maximum salary rate (except those requiring manual processing per below).

Turnaround (TAD) PARs were issued from the mass update process. PPSD also resolved any discrepancies resulting from the update and the TAD PARs were distributed to departments after the records were corrected. If a TAD PAR for an employee has not been received, please call the Personnel Operations Liaison Unit at (916) 322-6500 or Calnet 492-6500.

C. Manual EH Update Process – PPSD

PPSD manually updated the EH records of employees with the following employment status:

a plus salary rate; or

out-of-sequence situations (i.e., EH records reflecting transactions with an effective date after 06/30/99 including employees who are on leave or separated on or after 06/30/99); or

separated, without fault, effective prior to 06/30/99 with lump sum payments extending into/beyond the 07/99 pay period.

PPSD began manually updating the EH records for the above employees on 07/12/99. TAD PARs were issued from the manual process.

II. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS

A. 06/30/99 COB Effective Date GEN Transaction

Time To Be Paid New (Item 606) must be completed with 'NON' on the 06/30/99 COB effective date GEN transaction. In some situations, Time To Be Paid Old (Item 607) must be completed as well. Please refer to PAM pages 2.79 - 2.80.1 for additional information on Items 606/607.

The new salary rate and/or anniversary date needs to be entered on the 06/30/99 COB GEN transactions for employees whose old salary rate is 2.5% or less than the maximum rate of their class/range.

If a new GEN transaction is to be processed, key enter the new salary rate and an anniversary date of 'MAX' on the GEN transaction.

If the GEN transaction needs to be corrected, key enter the new salary rate on the GENC transaction.

B. 06/30/99 Effective Date Transactions (Other than Separation Transactions)

EH transactions effective 06/30/99 (other than the 06/30/99 GEN transaction) must reflect the old salary rate.

If a 06/30/99 effective date transaction has not been processed, key enter the GSI Code O on the transaction to denote old salary rate.

If a 06/30/99 effective date transaction is already posted and needs to be corrected, key the GSI Code O on the correct transaction to denote old salary rate.

Key enter the GSI Code O as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an EH On-line System audit message.

C. 06/30/99 Effective Date Separation Transactions

Separation transactions effective 06/30/99 should be posted prior to the 06/30/99 COB GEN transaction and must reflect the old salary rate.

If a 06/30/99 effective date separation transaction has not been processed, void the GEN transaction prior to key entering the separation transaction (see PAM Section 9 for information on voiding transactions).

After the separation transaction is entered, re-enter the 06/30/99 COB GEN transaction and correct any subsequent transactions as needed. Also, key enter the GSI Code O on the separation transaction to denote old salary rate.

If a 06/30/99 effective date separation transaction is already posted and needs to be corrected, key the GSI Code O on the corrected separation transaction to denote old salary rate.

Key enter the GSI Code O as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an EH On-line System audit message.

III. RETROACTIVE CHARGES

All transactions as a result of the June 30, 1999 COB effective date salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions resulting from the above PPSD EH updates should not be reflected on the Monthly Retroactive Report. However, any EH transaction, except for the GEN transaction, and payroll transactions that are key entered/initiated by a department could appear on the department's report (refer to the Payroll Procedures Manual Section A O11 for additional information). The department can return the report identifying the items associated with the salary increase along with the appropriated explanation.

IV. TELEPHONE CONTACTS

Questions regarding the June 30, 1999 (COB) salary increase should be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NO.
Salary Program	DPA	(916) 324-0439 Calnet 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 Calnet 492-6500
Disability Procedures	Disability Liaison Unit	(916) 322-3619 Calnet 492-3619
General Payroll Procedures	Payroll Liaison Unit	(916) 323-3081 Calnet 473-3081

